



Title: Planning Officer

Reports to: Strategy, Policy and District Plan Manager

Location: 96 West End, Kaikoura

Date: January 2025

Background

Kaikoura District Council has a small but effective planning team. The team is involved in a wide spectrum of planning from resource consents and plan changes to assisting with strategic direction.

Position Purpose

To deliver planning functions effectively and efficiently, including providing advice, processing and assessment of resource consent applications as well as other functions set out under the RMA and in accordance with Council directions and the District Plan. This position works very closely with other members of the planning team along with collaboration across other teams within Council.

Areas of Responsibility:

These tasks are not recorded in any order of importance. Key deliverables / expected results will be agreed with the Strategy, Policy and District Plan Manager on a regular basis.

<p>Processing and assessing RMA related consents – land use and subdivisions, outline plans, etc.</p>	<ul style="list-style-type: none"> • Co-ordinate the consent process so that applications are processed within the statutory time limits • Providing advice at pre-application meetings • Checking adequacy of information lodged with consents and seeking further information where necessary • Conducting site inspections • Ensuring consultation is carried out with the relevant statutory agencies and Runanga • Preparing section 42a reports and co-ordinating specialist advice for applications requiring a hearing • Attending any Environment Court or hearing associated with a resource consent. • Tracking of time on consents
<p>Assisting other departments</p>	<ul style="list-style-type: none"> • Review project information memorandums/building consents to ensure compliance with Local regulations • Issuing notices for resource consents being required • Work with regulatory team to issue correct information for non-compliant activities • Assist with Land Information Memorandums where necessary, whether assisting in compiling or providing feedback to customers
<p>Be first point of contact for planning and resource</p>	<ul style="list-style-type: none"> • Provide a focus on customer experience when providing resource consent advice and processing applications.

management enquires received at Council person, on the phone and via email.	
Signs Officer	<ul style="list-style-type: none"> • Provide a professional service to parties enquiring about signs with a full understanding of the Signs Bylaw.
Recording and updating files and systems	<ul style="list-style-type: none"> • Maintaining records and providing reports as required.
Provide planning expertise across Council and within the Planning Team	<ul style="list-style-type: none"> • Staying up to date with trends, legislation, planning philosophy and techniques around New Zealand for possible application to the District • Facilitate sharing of ideas and education of all members of the planning team.
Contribute to Council reporting	<ul style="list-style-type: none"> • Prepare and produce Council and management reports as required.
Communications	<ul style="list-style-type: none"> • Develop and manage effective relationships across key stakeholders both internal and external • Work with the communications staff to help implement key planning projects.
Iwi Relationships	<ul style="list-style-type: none"> • To ensure sound interpersonal relationships are established and built on.
Special Projects	<ul style="list-style-type: none"> • Accountable for leading special projects as agreed with the Strategy, Policy and District Plan Manager.
Budget	<ul style="list-style-type: none"> • None.
Delegations	<ul style="list-style-type: none"> • Delegated authority as per delegation's manual and procurement policy.

Key Relationships:

Internal

- Council staff
- Chief Executive
- Executive Team
- Management Team
- Elected members.

External

- The community and community groups
- Iwi
- Other TLA's
- Government agencies
- Contractors, consultants and developers

Person Specification:

Skills & Experience	Essential	Desirable
Proven experience with the application of the RMA	✓	
Experience in managing and processing consent applications including land use subdivision etc	✓	
An ability to accurately assess relevant information and a demonstrated knowledge of the RMA and relevant statutes	✓	
A commitment to the principles of the Treaty of Waitangi	✓	
Good listening, problem solving and analytical skills, the desire to help and empathise with people on all sides of an issue and ability to understand alternative perspectives	✓	
The ability to deliver services to clients in a friendly, diplomatic and professional manner	✓	
Tertiary qualification in planning or related discipline	✓	

Previous experience with local government planning or relevant experience within other organisations or companies	✓	
Advanced knowledge of MS Office suite with strong capability in Excel & Word		✓
Strong verbal and written communication skills, with an ability to present work in a written and verbal form that is clear to customers	✓	
Proven ability in performing a range of tasks under competing demands, and producing a quality result, on time	✓	
The ability to work well within a collaborative team environment	✓	
Experience with GIS mapping or equivalent		✓
Experience working with Building Plans		✓
Ability to obtain NZPI membership		✓

Required Competencies:

Deciding and Initiating Action	Takes responsibility for actions, projects, and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks. Forward planning ability.
Working with People	Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
Writing and Reporting	Exceptional attention to detail. Writes convincingly; writes clearly, succinctly, and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.
Delivering Results and Meeting Customer Expectations	Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical, and orderly way; consistently achieves project goals.
Analysing	Analyses numerical data and all other sources of information, to break them into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system
Learning and Researching	Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive

	information to support decision making; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
Planning and Organising	Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.
Adapting and Responding to Change	Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.
Creating and Innovating	Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.
Adhering to Principles and Values	Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.

Kaikōura District Council Vision and Values:

One Team - delivering excellent customer experience Our four pillars:



General:

As an employee of the Council, you are required to:

- Be associated as required with CDEM or any exercise that might be organised in relation to the Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Responding to the changing needs of the Council, performing other tasks as reasonably required.
- To ensure that Tikanga Māori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.